

Dear Parents,

Welcome to St. Stephen's Preschool! Here you will find a staff that is dedicated to creating and maintaining a warm and friendly atmosphere where your child can grow and develop in many ways.

We feel that as a ministry of St. Stephen's Episcopal Church it is our responsibility to work hard to see that our program is one of the finest in Birmingham.

Our goal is for each child to leave us feeling good about themselves and school. We believe that education is a partnership between the children, the parents, the staff, and the church.

This handbook has been prepared so you may know the policies and better understand the program as we work together to help your child through a successful year in our program. Please take a moment to read through it carefully.

We are looking forward to a great school year and thank you for sharing your precious children with us!

Sincerely,

Leslie Dunlap
Director

FEES

MOTHER'S DAY OUT & PRESCHOOL

	1 st child	2 nd child	3 rd or more child
Two days per week	\$170	\$160	\$150
Three days per week	\$210	\$200	\$190
Four days per week	\$255	\$245	\$235
Five days per week 4's	\$290	\$280	\$270
Five days per week 5K	\$315	\$305	\$295
Added day	\$20	\$19	\$18

There is a 3% discount on tuition if you pay in advance. You can pre-pay the full 9 months by September 17, or you can pay half on September 15 and the remaining half by January 14, 2013.

EXTENDED HOURS

EARLY BIRDS – 8:00-9:00

	1 st child	2 nd Child
One day per week	\$30	\$15
Two days per week	\$50	\$25
Three days per week	\$70	\$35
Four days per week	\$85	\$40
Five days per week	\$95	\$45
Added Day	\$10	\$5

EXTENDED HOURS

TIGGER TIME – 1:00-2:30

	1 st Child	2 nd Child
One day per week	\$40	\$20
Two days per week	\$70	\$40
Three days per week	\$95	\$50
Four days per week	\$115	\$60
Five days per week	\$125	\$65
Added day	\$15	\$7

Sibling discount for Early Birds and Tigger Time is approximately 50%. You may pre-purchase Tigger Time sessions for \$10 per session with a minimum of five sessions with our 5 for \$50 special. If you are enrolled in Early Birds or Tigger Time for at least one day a week on a permanent basis by October 1, 2012 no tuition will be due for the month of May. Prepayment discounts are not available for Tigger Time or Early Birds.

OTHER FEES

Late/Early Fee

A late or early fee of \$5.00 will be charged for the first 5 minutes before 9:00am and/or after 1:00pm and \$5.00 for each 5 minutes thereafter. The fee is payable on the day of the charge.

Late Tuition Payment Fee

A fee of \$25.00 will be charged to tuition if payment is made after the 10th of each month. Late fee notices will be mailed out after the 15th of each month. If payment is made after the 10th, but prior to the receipt of the late fee notice, please add the \$25 late fee to your check. An additional \$25.00 will be charged if payment is not made by the end of the following month. If there are extenuating circumstances, please contact Leslie Dunlap or Mary Ann Sherman.

Returned Checks

A \$10 charge will be added to payment for returned checks

Statements

A copy of your account will be sent home if requested in writing.

FEE POLICIES

Due: Payment is due on the 1st of every month and is late after the 10th.

-If payment is not made by the 10th of the month a \$25 late payment fee will be assessed. Each family is allowed one late payment before the late fee is assessed.

-Monthly tuition will be the same amount for each month September through May. Tuition is determined based on a yearly budget of the projected preschool expenses. That amount is then divided into nine (9) equal payments and thus there are no reductions in tuition for holidays, illnesses, out of town visits, acts of God, etc.

-You will be responsible for the full month's tuition unless you have given the director two weeks notice of withdrawal.

-Payment can be placed in a Payment Box found outside of the Preschool office, or, for preschool parents, it can be made through curb service or sent in child's backpack. Please send us an email if you place a tuition check in your child's backpack.

-If payment is made through curb service, it should be placed in an envelope with child's name and the date and mark it "TUITION".

The purpose of St. Stephen's Preschool is to give the parent free time knowing his or her child is in a loving Christian environment under the supervision of a trained worker or teacher. Our goals are to develop each child in the areas of social, physical, emotional and mental growth. This program also serves as a valuable training ground in preparation for kindergarten.

SCHEDULE OF CLASSES

MOTHER'S DAY OUT

Hours: 9:00am-1:00pm

Babies (6-9mos): Monday/Wednesday or Tuesday/Thursday
Crawlers (10-14mos): Monday/Wednesday or Tuesday/Thursday
Young Toddlers(15-19mos): Monday/Wednesday or Tuesday/Thursday
Older Toddlers(20-24mos): Monday/Wednesday or Tuesday/Thursday

Ages: Classes determined by the child's age on September 1st of each school year.

- The children who start the school year in a certain MDO class will stay in the same class through May unless there are circumstances which cause placement to be reviewed.
- Drop in status is available and is subject to availability. Your child must be registered and the appropriate forms must be received.
- There are no make-up days.

PRESCHOOL DAYS

Hours: 9:00am-1:00pm

Young 2-year-olds: Monday and Wednesday
Tuesday and Thursday
Friday Playday
Older 2-year-olds: Monday and Wednesday
Tuesday and Thursday
Friday Playday
3-year-olds: Monday, Wednesday and Friday
Tuesday, Thursday and Friday
4-year-olds: Tuesday, Wednesday, Thursday and Friday
Monday through Friday
5-year-olds: Monday through Friday

Ages: Classes are determined by child's age on September 1st of each school year

RECORDS

The following must be completed and kept on file before your child can attend school:

1. Registration Form (must be accompanied by registration fee)
2. Child's Release Form and Emergency Information Card (yellow)
3. Child's Habits and Behavior Form (pink)
- *4. Release of All Claims Form (green)
5. Health Form (blue and is received at pediatrician's office)

*6. Water Permission Form

Release of All Claims Form (green) and Water Permission Forms will be signed, witnessed and filed for the duration of your child's time here at St. Stephen's Preschool.

GENERAL INFORMATION

ABSENCES

If your child is going to be absent from school we request that you call the Preschool office (967-6317) or email (leslie@ssechurch.org) by 8:30am the morning of the absence and leave a message.

ACCIDENT POLICY

If your child has an accident while at school, our policy is to first call the mother. If the mother is not available, then the father is notified. If the father cannot be reached, we will try to notify one of the persons listed on the emergency information form. If no one can be reached, we will keep on trying throughout the day if the accident is not severe enough to warrant a doctor's attention. Every effort will be made to contact a parent first. We will then inform the person who picks up the child of the accident.

If, in our judgment, the accident warrants a doctor's attention, we will try to notify a parent first and the family doctor (as listed on the registration form) second, but according to the severity of the accident, we reserve the right to seek help as needed.

ADJUSTMENT TO PROGRAM

If, after 15 days of attendance, a child does not appear to be adjusting to the program, his or her parents will be given 2 weeks notice to remove the child from the program with refund of the registration fee.

PRESCHOOL BOARD OF DIRECTORS

The Preschool Board will meet every month (excluding June and July), on the third Wednesday, at 6:15pm, in Room #115. The governing body of St. Stephen's Episcopal Church (the Vestry) delegates the management and direction of the business and affairs to the Board. The ultimate authority over the business and affairs of the Program rests with the Vestry of the Church. The Board shall consist of nine to twelve members composed of: 1) One Vestry member 2) One program teacher and/or assistant director 3) At least 3 parents of students in program 4) Three to five members at large. Voting

members shall be evenly divided between those who are members of the Church and those who are not.

Ex officio members include: 1) the Rector of the Church 2) Executive Director of the Program 3) The Director of the Church Nursery 4) The Christian Education Director 5) Extended Day (Tigger Time) director, and 6) The Financial Director.

All meetings are open for your attendance.

CHILD/TEACHER RATIO

The following are approximations. Ratio may vary from day to day.

Babies-	4 babies:1 teacher
Creepers -	5 babies: 1 teacher
Young Toddlers -	6 toddlers: 1 teacher
Older Toddlers -	7 toddlers: 1 teacher
Young 2's -	7 children: 1 teacher
Older 2's -	7 children: 1 teacher
3 Year Olds -	9 children: 1 teacher
4 Year Olds -	11 children: 1 teacher
5 Year Olds -	11 children: 1 teacher

CLOTHING

Children should wear comfortable clothing and shoes that allow them to move freely and that can be manipulated to change a diaper easily or for the child to go to the bathroom with independence. Daily activities include active and messy play (including painting) and children should feel comfortable enough to enjoy themselves without worrying about their clothes. PLEASE LABEL ALL CLOTHING!

MOTHER'S DAY OUT

-Send a change of clothes marked for identification each day the child attends.
-Cloth diapers are not acceptable. Please send 2-3 disposable diapers each day your child attends.

PRESCHOOL

-Preschool parents may send a change of clothes, including socks, to keep at the school. These items should be changed out seasonally. LABEL EVERYTHING. We cannot be responsible for items that are not labeled.

COMMUNICATION

- A newsletter will be emailed monthly and posted on the website. November/December and April/May will be combined.
- Emails will be sent as reminders. Those who do not have internet access will receive paper notices in the children's bags.
- Each class sends home a monthly calendar of events.

MOTHER'S DAY OUT

- A Habit Sheet will be filled out daily on each child.
- Please check your child's bag daily for memos, habit sheets, art, etc.
- Be sure to check the Parent's Bulletin Board when you are in the building. It is located outside of the Preschool office. Memos and other information will be posted.

PRESCHOOL

- 2's - Will be bringing home a weekly report from September-May
- 3's - Will be bringing home a monthly calendar from September - May.
- 4's & 5's - Will be bringing home a monthly calendar from September -May.

CONFERENCES AND VISITATION

- Parents are welcome to visit the school anytime.
- Throughout the year Preschool parents will have scheduled but optional conferences with their child's teacher, although all parents are welcome to request a teacher and/or director conference at any time. Please contact the teacher or director to set up an appointment.
- Parents are welcome to eat lunch, read to the class, etc. at any time, although we have found that the younger children do not handle these visits very well. If you feel your child can handle you coming and going during the school day you please discuss this with your child's teacher.

DELIVERY AND PICK-UP OF THE CHILDREN

MOTHER'S DAY OUT

- Babies, Creepers, Young Toddlers and Older Toddlers- will be brought to and picked up from the classroom each day.
- You must park in the parking lot to bring your child in.

- Do not park your car in the one way lane closest to the school even if you are early or late arriving to school. This may block church traffic.
- Try to have your child at school on time.

PRESCHOOL

Young 2-year-olds will be brought to and picked up in the classroom each day from September through December and will have curb service beginning in January. Older 2's, 3, 4, and 5-year-olds will have curb service beginning the first week of school.

CURB SERVICE PROCEDURE

- Each car must display a carpool tag as you approach the pick-up area. The tag will be provided by your classroom teacher.
- In the morning, if you have children not using curb service, park and bring both children in. Deliver your youngest child then walk your oldest up to the curb service foyer. **MAKE SURE THAT A TEACHER KNOWS THAT YOUR CHILD HAS ARRIVED.**
- In the afternoon, if you have children not using curb service, park, come inside to retrieve your youngest child. Get back into the car, drive up to the curb service pick up location. **EVERY CHILD USING CURB SERVICE MUST EXIT SCHOOL FROM OUR CURB SERVICE LOCATION.**
- In the morning, have your child unbuckled and ready to get out of the car when curb service begins at 9:00 am.
- In the afternoon, you may leave the curb service location, drive down, park and buckle your child into his or her car seat. If necessary, please feel free to buckle your child in at the carpool line to ensure that your child is safe. There are two exit options for those of you who stop and buckle in. Curb service begins at 12:50 pm and is over at 1:00 pm.
- If your child is going home with someone other than the person bringing him and a car seat is left, it must be labeled and left in the curb service area. The person picking up your child must retrieve the car seat and have it secured in their car before curb service begins.
- We will have 3 pick up and drop off points on most days, so please pull up to the point where your child and teacher are standing. On some days we may only have 2 stations because of the number of teachers available for curb service.
- Please pull through the parking lot as you get into the carpool line. We would like to leave the one way lane open because the MDO children are crossing the street.

SAFETY PRECAUTIONS

- If anyone other than you will be picking your child up please verbally notify the teacher when you bring your child (send a note too) or you may call during the day. The person must be on your Release Form. If the person is not on the Release Form a note should be written stating the name of the person who will be picking up your child and they must show an I.D.
- If you have entrusted your child to someone to bring your child to school, that same person may pick up your child. Notification is requested by a phone call or a note prior to the date.

DISCIPLINE POLICY

The children of St. Stephen's Preschool will be treated with respect. They will not be spanked or disciplined in any way that would deprive them of their basic rights to be safe and comfortable. Positive terms will be used to guide the children as they reach the age of understanding and every effort will be made to prevent problems from happening.

We view discipline as a partnership between parent, teacher and school and feel that if a particular behavior is repeated more than a few times that the parent should be notified. If the behavior continues a conference may be needed to establish a plan of action. St. Stephen's Preschool staff reserves the right to drop a child from enrollment if a child becomes a danger to himself or others or if his needs are not being met. If a single incidence occurs and it is handled here at school, the parent will most likely not be notified.

The following classroom management will be followed by teachers of St. Stephen's Preschool:

MOTHER'S DAY OUT (6mos-24mos)

Babies- diversion

Creepers- diversion, a firm "STOP" and time away may be needed.

Young Toddlers- diversion, a firm "STOP" and time away

Older Toddlers- diversion, a firm "STOP" and time away

PRESCHOOL (2 years-5 years)

Classroom rules will be established at the beginning of the school year and sent home to parents. Time away will be used for each age group as a first step. The following may be used if needed: taking away a privilege, reward, time away in the director's office, a call home and possibly being sent home.

DONATIONS

Donations are accepted and always welcomed. Please contact the director if you wish to make a donation.

E-MAIL

St. Stephen's email is checked frequently every day and is an acceptable way to contact the director about absences, changes in pick-up, or any other problem you may have. The address is leslie@ssechurch.org for Leslie Dunlap, director, and maryann@ssechurch.org for Mary Ann Sherman, Finance Director.

EXTRA CURRICULAR ACTIVITIES

-Our Preschool children are involved in the following activities on a weekly basis:

1. Music
2. Creative Movement
3. Chapel
4. Spanish (for 3's, 4's, and 5's)

FIELD TRIPS

- Our 4K and 5K preschool classes will schedule field trips.
- A field trip release form must be signed.
- Each child must be in a proper safety restraint, provided by the parents of the child attending, for the child to participate on such field trips.
- Parent volunteers will be asked to help in chaperoning these field trips and in transporting the children.
- Pertinent information on car, insurance, copy of driver's license, etc. must be filled out by ALL drivers.
- On field trip days, your child's carseat should be clearly marked and left when your child is dropped off.
- Children will be picked up in the same location. If a carseat was left for the field trip, arrive early to secure the seat in the car before you pick up your child.
- Children participating in field trip will need to wear a St. Stephen's Preschool t-shirt, available at Children's Visitation or through the office.
- Younger siblings are not allowed to attend field trips. Please make other arrangements for younger siblings.

FUNDRAISERS

The Preschool is actively involved in raising funds for St. Stephen's. Our primary fundraiser will be held on October 18, 2012. We do not participate in any fundraisers that ask children to solicit individuals or businesses.

ILLNESS POLICY

St. Stephen's Preschool strives to provide a safe and enjoyable environment for children and staff alike. Mild illnesses are very common among children and preschool settings provide the potential for spread of infectious diseases among several children. Common sense practices will help lessen the risk of infections. Routine childhood immunizations are required for all children and all children need proof of these immunizations by presenting the blue Health Form, which can be received from your pediatrician. Exclusion of children with infectious diseases will follow the recommendations of the American Academy of Pediatrics. A copy of specific rules will be provided on request. Children should not attend school if:

1. The child is unable to participate in normal activities.
2. The child in the previous 24 hours had fever, diarrhea, vomiting, mouth sores, pink eye (conjunctivitis), head lice, a rash possibly indicative of an infectious disease, impetigo, or other possible infectious disease.

Please notify the Preschool Director if you believe your child to be at increased risk of infectious disease.

-If your child should become ill during the day we will make every effort to separate him or her from the group and to contact the parent or guardian to pick up him or her up from school. You will need to pick up your child promptly for it is difficult to separate the children for long periods of time. If parents are unable to be contacted within a reasonable amount of time, emergency contacts may have to be called. **DO NOT BRING YOUR CHILD TO SCHOOL SICK.**

ITEMS NEEDED

MOTHER'S DAY OUT

-Each child should bring a tote bag with lunch, diapers and a change of clothes. **LABEL EVERYTHING!**

-Security items are encouraged, if needed. We will, however, encourage your child to leave his or her security item in the classroom when the class leaves the room. These should be limited to one item. **LABEL!**

PRESCHOOL

-Each child should bring a tote bag or backpack that is an appropriate size for your child to carry but big enough to fit lunch bags and papers inside.

-Each child will need a rest mat or a towel that is clearly labeled.

LUNCH/SNACK

MOTHER'S DAY OUT

-Mother's Day Out children will receive a mid-morning snack of crackers.

-Each child will need to bring a lunch and a drink every morning.

-No soft drinks or red beverages.

-Babies will provide bottles. Water and microwaves are available.

-Send all food items, spoons, sippy cups, bibs, etc. in a large Ziplock bag and **LABEL EVERYTHING**. All items will be returned in the Ziploc bag at the end of the day.

-Lunches will be placed in a cooler or refrigerator each morning.

-Please drain off all liquids.

-No pop-top items. Place in plastic containers.

-No fast food meals may be delivered to the school. (McDonald's, Dairy Queen, Burger King...)

PRESCHOOL

- Each preschool child will provide a lunch and a drink every day.
- No soft drinks or red beverages.
- Send lunches in a lunch sack or a lunchbox that will fit in child's totebag or backpack and LABEL EVERYTHING.
- Send spoons if needed for lunch.
- We do not have access to a refrigerator or a microwave so plan lunches appropriately.
- Each child should be able to handle his own lunch. Send items in containers that are easily managed by your child.
- No fast food meals may be delivered to the school. (McDonald's, Dairy Queen, Burger King...)

MEDICATION

- All medicines should be removed from child's bag. This includes Tylenol, diaper rash cream, etc.
- NO medicines will be administered at school.
- Medications that may alter your child's experience at school should not be given before a school day.
- If your child has a serious allergy that requires medication, you must request a medication form from the office. Medication will be kept in the office in the event of emergency (includes Epipens, antihistamines, etc.)

NONDISCRIMINATORY POLICY

- St. Stephen's Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

PARTIES AND SPECIAL OCCASIONS

BIRTHDAY CELEBRATION

- Only cookies may be sent to school to celebrate your child's birthday with advance notice to your child's teacher.
- You may reserve space at St. Stephen's Episcopal Church for an after school party by calling Summer in the church office. 967-8786.
- We request that party invitations be mailed unless all children in the class are invited.

HOLIDAY CLASSROOM PARTIES

- Moms will sign up to host a party at Children's Visitation.
- Each party should remain simple. NO BALLOONS!

SPRING OPEN HOUSE

- We will have an open house art show in April.
- All children will have art displayed
- Friends and family are welcome.

PHYSICAL ACTIVITY POLICY

- Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
- Daily schedules of physical activity time shall be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

REGISTRATION

Registration for our regular session will begin the third week in January. Applications will be sent home with the children who are currently enrolled, one week prior to the registration date. During this same week those not presently enrolled may pick up applications from the Preschool office.

Registration times and dates will be set in the order of priority listed below. Applications will be accepted at each registration on a first come first serve basis:

1. Teacher's and church staff members children
2. Board members' children
3. St. Stephen's Church members currently enrolled in our program and their siblings
4. Others currently enrolled in our program and siblings
5. Those who are members of St. Stephen's Episcopal Church and not enrolled
6. Others

Registration for our summer session will begin in March. The registration procedure will be the same as above.

RULES

We discourage the following on the playground:

1. Throwing rocks, pine bark or toys
2. Climbing up slides
3. Climbing with sticks, buckets, shovels, etc.
4. Throwing rocks on the slides
5. More than one at a time on the slides
6. Walking down slides

7. Rocks being taken off playground

We discourage the following:

1. Running inside
2. Pushing or hitting
3. Shouting or yelling inside
4. Being unkind to our friends or teachers

SCREEN TIME

- Screen time is the use of television, videos, video games, and computer. Videos may be used no more than 3 times a school year and must correspond with the current teaching unit.
- Computer use shall be limited to no more than 15 minute increments.
- Screen time is prohibited for children younger than 2 years.

SPECIAL ACTIVITIES

- Special activities such as water play will be scheduled during warm weather.
- Parents may be asked to provide swim suits and towels for their children. Children must wear watershoes and have sunscreen applied before school.
- A water play permission form must be signed and on file for the child to participate in such activities.

SPECIAL NEEDS POLICY

-St. Stephen's Preschool provides group care to preschool aged children. St. Stephen's Preschool does not provide specialized or individual, one-on-one care for children with special needs. St. Stephen's Preschool will make reasonable accommodations for children who need special care but reserves the right to refuse to accept or to dismiss a child where the needed accommodation would impose an undue hardship upon St. Stephen's Preschool or would fundamentally alter the nature of the services provided by St. Stephen's Preschool. Such decisions will be made on a case-by-case basis.

TOYS

- Mother's Day Out and Preschool will provide toys and equipment that is sufficient for variety of play and learning activities.
- Do not send toys, jewelry, money, etc. to school with your child unless requested by the teacher or if a special toy is your child's "lovey".

WEATHER

- As a precaution St. Stephen's Mother's Day Out and Preschool will regularly conduct fire and tornado drills.
- St. Stephen's Mother's Preschool will be closed when Mountain Brook School system is closed, or when Mountain Brook has a delayed start. You will be notified of late starts, early dismissals, or school closings through SchoolCast. It is the parent's responsibility to keep SchoolCast information up to date.
- If severe weather occurs while your child is at school and the Mountain Brook Schools will be closing, you must pick-up your child as soon as possible.
- If in the event of an act of God and St. Stephen's Preschool is closed while Mountain Brook Schools are opened, you will be contacted through SchoolCast.
- If the Preschool will be closed for any other reason you will be notified through SchoolCast.
- If weather occurs that may possibly threaten the safety of the children, we reserve the right to delay the start of school or extend dismissal until we feel the threat is gone.

WEBSITE

St. Stephen's Preschool has an excellent website that is updated every one to two weeks. It offers information on schedules, registration procedures and forms, our monthly newsletter, and more. Please visit it whenever you have any questions, and give the address to people who are interested in our program. The address is www.ssepreschool.org.

WITHDRAWAL

-If you plan to withdraw your child from St. Stephen's Preschool the director must be notified two weeks in advance or you will be responsible for full month's tuition.